

ATTENDANCE SUPERVISORS SPRING CONFERENCE

Common Errors in EIS

April 18 - 20, 2007

Current Status of EIS ADM/ADA

- 47 Districts with less than 1% variance
- 64 Districts with variance of 1% to 5%
- 25 Districts with variance $> 5\%$
- 111 Districts with variance of 5% or less
- EIS ADM match is 91.47% of reported using online screens for period 4

Incorrect Student Standard Day

- Incorrect Student Standard Day
 - If district or school stockpiles you must increase student instructional time by 30 each day
 - If lunch is included in a class you must increase the duration for that class by the number of minutes used for lunch

Calculate Student Standard Day

- If lunch is not included in a class Student and district stockpiles, Student Standard Day would be

360 state minimum instruction minutes

30 minutes for stockpile

Student Standard day would be 390 minutes

- Lunch may be scheduled independent of a class in grades P3-8
- Lunch is required to be scheduled independent of a class for grades 9-12

Calculate Student Standard Day

- If lunch is scheduled as part of a class and district stockpiles
 - 360 state minimum instruction minutes
 - 30 minutes for stockpile
 - 30 minutes for lunch
 - One period's duration is extended to account for the minutes needed for lunch
- Student Standard day would be 420 minutes
- Lunch may be scheduled as part of a class in grades P3-8
- Lunch cannot be scheduled as part of a class for grades 9-12, it must be scheduled as stand alone

Pullout Classes

- Pullout classes
 - Classes that are designated as pullouts do not count in calculating the minutes for ADM / ADA

Student Class Assignment Dates

- Student Class Assignment begin dates
 - Must be within the student's enrollment period
 - Begin date should be within the class begin and end dates

Dates in General

- Changing begin dates on any and all records
 - In EIS most begin dates are key fields
 - Don't overwrite existing dates in your local SIS application; this will usually result in an additional record being sent to EIS.
 - In your SIS package delete the record with the incorrect date and enter a new record for the data
 - Consult your vendor or the SSMS support desk prior to changing the enrollment begin date for a student

Withdrawing Students

- Failure to withdraw students when they leave the school
 - Will result in duplicate enrollment when the student is enrolled at another school in the state

Checking for Upload Errors in EIS

- Failure to check for errors after uploads to EIS
 - May result in many errors on subsequent uploads to EIS
 - Increases the difficulty in determining the cause of subsequent errors generated weeks or months later when the dependent records are uploaded to EIS

Students Who Move Over the Summer

- Failure to enroll students and withdraw on first day of attendance that moved over the summer
 - Student should be enrolled as a “E”

Enrollment Codes

- Valid enrollment codes
 - “E” – Regular Enrollment
 - “TR” – Transfer Student
 - “E1” – Transfer to Tennessee public school from out of state and not previously enrolled in Tennessee public school
 - “TC” – Transfer to another school due to previous school being under achieving

Student Lookup During Enrollment

- Benefits of checking student's enrollment history in EIS when enrolling a student
 - Prevents incorrect SSN / Pin numbers
 - Prevents incorrect student names
 - Helps determine correct enrollment code
 - Can be used to retrieve the State Assigned Student ID (SASID)

Questions

- I have students that I've entered into EIS using the Enhanced Data Entry screens at least 4 times and they still don't show up?
- When I run an EIS student list for a school, I have students showing up on the list with N/A for both entry and exit dates. Most of these are students that are now enrolled at the next school (e.g., from elementary list but are now at the middle school) and appear on that school's student list. How do I get them off the elementary list?
- We missed a day of school for broken water lines. How do I show that on the calendars?